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29 December 1959

D-R-A-F-T

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25X1A9a

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Career Service Comments (Section E)
Career Preference Outline

The Career Service Board notes the career interests of 25X1A9a
25X1A9a to remain in the cartographic field. As he progresses and as training is completed his cartographic skills will increase and editing abilities will improve.

His many years of on-the-job experience, plus formal courses in the Agency and at local educational institutions are providing him a sound background to continued development in his job.

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle) [REDACTED] 25X1A9a		2. DATE OF BIRTH 7 March 1915.	3. SERVICE DESIGNATION IR	4. GRADE GS-9
5. ORGANIZATIONAL TITLE - -	6. POSITION TITLE Cartographer	7. OCCUPATIONAL CODE 1370.01	8. OFFICE OF ASSIGNMENT Develop.& Constr. Br.	

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Cartography

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Technical Cartographic Editing

B. LONG-RANGE (Within next 3 to 5 years)

Technical Cartographic Editing with added responsibilities

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

Reading Improvement Program I - 10
Cartography Large Scale Maps 8-424 - USDA Graduate School
Cartography Small Scale Maps 8-424 - USDA Graduate School

B. LONG-RANGE (Within next 3 to 5 years)

Other related courses to improve background

12. ADDITIONAL COMMENTS

25X1A9a

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

28 July 1958

14. SIGNATURE OF EMPLOYEE

[REDACTED SIGNATURE]

SECRET

(When Filled In)

SECTION D.

COMMENTS BY SUPERVISOR

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

[REDACTED] is performing excellently in his position as Technical-Cartographic Editor. His experience in map construction methods and techniques and his ability as a cartographic draftsman have contributed greatly to his success in this job. His desire to continue in this field is to his best interests and advantage as well as those of the Agency.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

Training which would increase [REDACTED] knowledge of cartographic techniques and editing ability would be highly desirable. The courses listed should aid in accomplishing this.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

25X1A9a

18

19. TITLE

Chief, Development & Construction Br.

20

12 August 1958

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

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SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO: Chairman, ORR Career Service Board

SUBJECT: (Name)
25X1A9a

1ST INDORSEMENT

COMMENTS BY CHIEF (Division ~~XXXXXX~~)

25X1A9a
The career preference of [REDACTED] has been discussed fully with
his Branch Chief and concurred in by me.

25X1A9a

12 August 1958

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2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☐ OTHER (Specify)

DATE

SIGNATURE